



Saadul Hafiz

Human resources specialist

Experienced HR professional focused in all areas of HR functions, with demonstrated history of working in India as well as in UAE for 9 years and having expertise in implementing successful HR strategies, thereby enhancing growth of the organization.

CONTACT



Deira, Dubai, UAE



058 1500198



hafizownworld@gmail.com



[linkedin.com/in/saadul-hafiz-1bb41a70](https://www.linkedin.com/in/saadul-hafiz-1bb41a70)



Visit Visa valid till 15th December

COMPETENCY SKILLS

- ⇒ Recruitment & Onboarding
- ⇒ Training & Development
- ⇒ Payroll & Attendance Management
- ⇒ Statutory & Legal Compliance
- ⇒ Performance Management
- ⇒ PRO Documentation
- ⇒ UAE Labour Laws

SKILLS

- ⇒ Excellent Communication
- ⇒ Excellent Interpersonal Skills
- ⇒ Leadership Abilities
- ⇒ Problem-solving abilities

SOFTWARE SKILLS

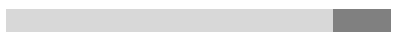
MS Office : Word, Excel, PowerPoint, Outlook, Access



GreytHR - HR & payroll



HRIS solution



SAP ERP



Online recruitment tools : Indeed, LinkedIn



WORK EXPERIENCE

Sr. HR Executive DOLPHIN BAKES 'N' ICE CREAMS

10/2017 - 07/2022

Retail & Restaurant

Mysore, India



- ⇒ Recruited and Onboarded new hires for all the 14 outlets.
- ⇒ Shortlisted profiles by sourcing on jobsites, agencies & employee reference.
- ⇒ Trained new sales staffs, managers, supervisors & others involved in employee development effort.
- ⇒ Supervised a diverse team of over 250 restaurant staff and evaluating their job performance periodically to boost productivity.
- ⇒ Maintained staff attendance and payroll process.
- ⇒ Managed compensation and benefits for staff members working at different levels of the restaurant.
- ⇒ Handled Statutory Areas like PF, ESI.
- ⇒ Maintained employee retention rate 25% higher than previous rate through training programs and motivational coaching tactics.
- ⇒ Met and encouraged feedback from customers to implement positive changes within restaurant.
- ⇒ Conducted health & safety evaluations to identify and remedy any violations immediately.

HR Executive STONE ARCH PRIVATE LIMITED

01/2016 - 06/2017 Calicut, India

- ⇒ Recruited, hired, and trained new sales representatives & supervisors.
- ⇒ Answered approximately 50 calls per day to assist callers and redirect calls to proper personnel.
- ⇒ Collaborated with architects & contractors to identify and document each project as well as detail the end-to-end processes required to determine labour needs.
- ⇒ Prepared monthly payroll and attendance of the employees.
- ⇒ Identified ongoing training needs, including equipment skills, work techniques for specialized tasks..
- ⇒ Arranged meetings with employees monthly for progress reviews & performance assessments.
- ⇒ Handled Statutory areas like PF, ESI.

HR Executive KRC INTERNATIONAL LLC

11/2013 - 10/2015

Retail & Restaurant

Musaffah Industrial, Abu Dhabi, UAE



- ⇒ Recruited and Onboarded new sales staffs & supervisors.
- ⇒ Filed and maintained employment documents.
- ⇒ Handled procedures of Daman insurance & Emirates Insurance for new and existing employees.
- ⇒ Ensured all staff inductions are completed including on boarding, visa applications and ID cards.
- ⇒ Regularly handled employee calls and clarified their queries as per the requirement of the process.
- ⇒ Assisted PRO with visa processing & cancellation process.
- ⇒ PRO Documentation (Trade-license, Lease agreements, Labour & Immigration documents)
- ⇒ Prepared offer letters, Increments etc. and all related forms as assigned by Senior Manager.
- ⇒ Coordinated with Sr.HR Officer for on time completion of task.

LANGUAGES

- English**
Full Professional Proficiency
- Malayalam**
Native or Bilingual Proficiency
- Hindi**
Full Professional Proficiency
- Arabic**
Elementary Proficiency

ACHIEVEMENT

- ⇒ Best performer of the month in 2018
- ⇒ Excellence in Team Performance Award from UAE Exchange in 2014

HOBBIES

- | | |
|---------|----------|
| Music | Movies |
| Sports | Travel |
| Reading | Internet |

PERSONAL DETAILS

- Date of Birth** : 17/06/1989
- Nationality** : Indian
- Passport No** : U5159229

REFERENCE

Available on Request

- ⇒ Maintained and updated employee records, labour card, visa, insurance records & passport details.
- ⇒ Budget Planning and submit to finance department for the hiring purpose.
- ⇒ Arranged ADFCA Essential Food Safety Training (EFST) for recommended staff.
- ⇒ Inspection Assistance for visa quota.
- ⇒ Provided Induction training to new employees.

HR Executive
07/2012 - 06/2013

REFOC TRADING PRIVATE LIMITED
Calicut, India

- ⇒ Managed of monthly payrolls process & track the daily attendance of the employees.
- ⇒ Recruited employees of various levels. Took interviews, negotiated salaries & offer.
- ⇒ Responsible for complete joining formalities.
- ⇒ Handled Statutory areas like PF, ESI for the employees.

EDUCATION

- | | |
|-------------------------|--|
| MBA 2010-2012 | Mangalore University, India Srinivas Institute of Management Studies <i>Mangalore, Karnataka, India</i> Human Resource Management |
| BBM 2007-2010 | Kannur University, India Taliparamba Arts & Science College <i>Kannur, Kerala, India.</i> |

CERTIFICATES

- Certification of HR Generalists areas from HR House, Bangalore.
- Certification of SAP CRM course from Willsys Technologies, Bangalore.
- Certification of MS Office Excel & Tally ERP 9 from Sree Sankaracharya Computer Centre, Kannur.
- Certificate of Merit 1st in Content Presentation – Matrix for the year 2012 from SIMS, Mangalore.